

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Landscape Coordinator II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Designs and drafts plantings for exhibits, landscape beds and open spaces to include seasonal displays, flower shows, and special events. Educational responsibilities to include lectures, tours, labeling of plants, research, and answering questions from the public. Represents Horticultural services at meetings.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Performs many design and drafting functions by designing new and old planting areas for seasonal interest, assisting in designing plantings for animal exhibits and open spaces, drafting designs for review, and researching, photographing, and documenting plantings.
2	L	Conducts educational projects by giving tours, making presentations, giving lectures, designing handouts, labeling plantings, answering questions from the public, training volunteers, and assisting in the overseeing of programs.
3	L	Performs supervision duties by filling in for the Horticulturalist when absent from the grounds, answering questions, scheduling and assigning work tasks, and attending meetings.
4	L	Assists in special projects by working on flower show displays and other seasonal projects and aiding Horticultural Technicians in the planting of specialized areas.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general profession or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent
Experience	Four years experience in Horticulture.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read technical documents, publications, computer manuals, general correspondence and memorandums at a college level
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division which would include the ability to calculate designs, estimates, costs and amounts for landscape displays to prepare basic budget information.
Writing	Work requires the ability to write reports, documentation, articles, general correspondences and memorandums.
Managerial	Managerial responsibilities include planning and scheduling projects, back up coverage for the Horticulturist, and setting up planting schedule for displays.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	While inspecting grounds, presentations, labeling of plants, lectures, photography, supervision, filing
Sitting	F	Computer, desk work, drafting, meetings, driving
Walking	F	Inter-office, inspecting grounds
Lifting	R	Office supplies, lecture or presentation materials, camera, plants
Carrying	R	Office supplies, lecture or presentation materials, camera, plants
Pushing/Pulling	R	Display set-up, while landscaping
Reaching	R	Display set-up, while landscaping
Handling	R	Office supplies, lecture or presentation materials, camera, plants
Fine Dexterity	F	Computer keyboard, writing, landscaping
Kneeling	R	Display set-up, while landscaping
Crouching	R	Display set-up, while landscaping
Crawling	R	Display set-up, while landscaping
Bending	R	Display set-up, while landscaping, filing in file cabinet drawer
Twisting	R	Display set-up, while landscaping
Climbing	R	Stairs
Balancing	R	On stairs, during display set-up, while landscaping
Vision	C	Computer, desk work, reading, writing, filing, lecturing, photography, supervision, inspections, driving
Hearing	C	Telephone, co-workers, supervisor, various vendors, meetings, presentations, lectures, 2-way radio
Talking	C	Telephone, co-workers, supervisor, various vendors, meetings, presentations, lectures, 2-way radio
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, B-Base or labeling/collection system, CAD system, shovels, rakes, broom, radio, cameras, projectors, VCR's

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	S
Chemical Hazards	S	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	S	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	X

(1)

(2) Greenhouse, or special event site

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, earplugs/ear protection, rain suit, boots

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)